

# IRIS Turkey Trot

## Brief Job Descriptions

### Wednesday Set-Up:

1. Set up 9-foot Upright Signage, Sponsor Banners, and IRIS Banners
2. Place Indoor Signage in the proper location – see Gym Maps for details
3. Set up ALL tables - See Gym Maps for details
4. Sort shirts - Youth on Left - Adults on Right (Limited # of people will be asked to help)
5. Place ADULT Participant Bags BETWEEN Tables
6. Place YOUTH Participant Bags BY Youth T-shirt
7. Set up Gates & Drapes

### Thursday Set-up:

1. Check on all areas to make sure they are ready
2. Place 9-foot signs outside at Race Start Locations – see layout map for details
3. Check to make sure that all signage is still in place from yesterday
4. GATOR DRIVERS - see Tom Helgeson:
  - Setup Blow up Turkeys
  - Set hay bales on trail for Memorial Signs if not done by the Fire Department on Wednesday.
  - Set Course Route signs and Mile Marker signs

### ALL VOLUNTEERS:

1. **You Don't NEED to Deal with Problems** - send problems to Trot Chairperson or Diana. You can also ask to have one of them come to you. Diana's Cell: 507-330-2148.
2. Call 911 for emergencies Or call the non-emergency 507-334-4305. If you think it "Might Be" an emergency **"IT IS AN EMERGENCY"**.
3. Turkey Trot T-shirts cannot be exchanged or swapped at the registration table. Anyone wishing to exchange/swap a shirt is welcome to do so at the Gift Shop.
4. Donation containers are located at the registration table and the gift shop
5. **ALL EXTRA FOOD AND BEVERAGES MUST BE RETURNED TO THE IRIS OFFICE FOR LEGAL DISTRIBUTION.**

### Check-in Table:

#### **Some Computer Knowledge Required - Please bring your lap top or Smart Phone**

1. Log into the IRIS Admin site – you will be provided with the address and password.
2. Give participant shirt and Participant bag and give runners their chipped bib. Walker do not get a bib.
3. Double check t-shirt sizes before handing to participant
4. **NO SHIRT EXCHANGES AT CHECK-IN TABLE.** Exchanges MUST be made at the Gift Shop.
5. Kids Goodie Bags will be by the Kid's Shirts & given to all registered children 12 and under regardless of the race they have signed up for.

6. Remind runners that the Chip is in the Race Bib and it must be on the **OUTSIDE** of their clothing.
7. Direct participants to the Memorial Area, picture area, etc.
8. When you are ready for a new person to check-in raise your flag and a new participant will be directed to your table

#### **Gator Drivers:**

1. Tom Helgeson Chairs this area Find him or call him (507) 838-5260 for direction
  - a. Setup Blow up Turkeys (2 of them)
  - b. Set hay bales on trail for Memorial Signs if not done by the Fire Department on Wednesday.
  - c. Set Course Route signs and Mile Marker signs - orange cones needed
  - d. Lead 10K Run
  - e. Sweep for people needing a ride back – very important if cold and/or wet!
  - f. Sweep both 5 & 10K Routes to make sure everyone is finished

#### **Greeters:**

1. **One of the Most Important Jobs!** Please know where everything is located inside and outside and outside of the gym, the time line for all events, and races.
2. Welcome EVERY Person that walks in the door with a big friendly smile and a Loud "Thanks For Coming to the Turkey Trot!"
3. Know where to find the answer to the question if you don't know the answer!
4. Direct those entering the gym to CHECK-IN or the REGISTRATION area.
5. At the end of the gate line direct the participant to the next available check-in person

#### **Same Day Registration:**

1. All Registration is done online. Those wishing to register can do so on a computer or their cell phone until 8:00 am on the day of the Turkey Trot.
2. Handles cash flow and debit/credit card transactions for those registering.
3. Handles day of donations. All donations will go in a separate jar that is on the table. If someone says their change is a donation, put that change in the donation container. If you become concerned about the amount of money in the donation container, remove some of it and place it in the brown envelope inside the cash box.
4. REMEMBER... DONATION CONTAINERS AND CASH BOXES ARE NOT TO BE COMBINED! THIS IS FOR TAX PURPOSES.

#### **T-shirt Sales:**

1. Make sure that all shirt sizes are on display.
2. **NO** Holding shirts for later sale.
3. If someone has received a shirt that is the wrong size from the check-in station you may exchange it for a different size.
4. NO REFUNDS
5. Handles cash flow and debit/credit card transactions
6. Handles day of donations. All donations will go in a separate jar that is on the table. If some say their change is a donation, put that change in the donation container. If you become

concerned about the amount of money in the donation container, remove some of it a place it in the brown envelope inside the cash box.

7. REMEMBER... DONATION CONTAINERS AND CASH BOXES ARE NOT TO BE COMBINED! THIS IS FOR TAX PURPOSES.

#### **Volunteer check-in:**

1. Check all volunteers in
2. Goes through job duties
3. Directs them to their designated area if possible, introduce to the Chairperson of the area.

#### **Memorial Area:**

1. Promote this FREE Area to participants
2. Encourage parents to participate
3. Allow participants to have "alone time" in this area
4. Encourage parents to take the Turkey Trot Keep-sake home

#### **Course Marshalls:            \*Cannot Participate In the Race\***

1. Give/point the directions runners/walker need to go
2. Help runners and walkers if needed - know where 1st Aid is - call 911 if needed
3. Manage traffic as runners/walkers are coming through
4. Call for Emergency Help

If you think *maybe* help is need ...**IT IS NEEDED!**

Call 911 Or call the non-emergency number 507-334-4305

#### **Refreshment Set-up:            \*Cannot Participate In The Race\***

1. Rearrange tables - See Gym Maps
2. Arrange food and beverages
3. Set out Recycling containers
4. **ALL EXTRA FOOD AND BEVERAGES MUST BE RETURNED TO THE IRIS OFFICE FOR LEGAL DISTRIBUTION.**

#### **Thursday Clean-up: YOUR HELP IS GREATLY NEED!**

1. Take down gates and drapes at 8:30 am and put in back hallway
2. There is an order to loading equipment/supplies into IRIS designated vehicles and trailers. Poles from 9-foot signage must go in first!
3. Water is to be transported to the IRIS office in cars and trucks, NOT in the trailer
4. Make sure the gym looks the same if not better then when we arrived
5. Unload equipment/supplies at the IRIS house
  - a. 9-Foot signage poles go in the garage
  - b. All leftover Food goes in the Kitchen at the IRIS House
  - c. Water and all other items go in the basement

**THANK YOU FOR VOLUNTEERING FOR THE IRIS TURKEY TROT!**